

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS FOR
SECONDARY COUNSELOR (GRADES 7-12)**

I. PROFESSIONAL REQUIREMENTS:

A secondary counselor's professional certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to those persons meeting the following requirements:

A. Recommendation for certification from the designated official of a college or university approved to train secondary school counselors by the Department of Elementary and Secondary Education.

B. The applicant must possess either:

1. Completion of a master's degree with a major emphasis in guidance and counseling from a college or university meeting approval of the Department of Elementary and Secondary Education based upon the completion of a planned program of at least twenty-four (24) semester hours of approved graduate credit in courses in guidance and counseling with at least twelve (12) semester hours focused upon guidance in the secondary schools.

a. Complete one (1) course in each of the following areas:

- 1)** *Orientation to the Personal and Professional Development in Counseling;
- 2)** *Foundations of Elementary and Secondary School Guidance;
- 3)** *Theories and Techniques of Elementary and Secondary School Counseling;
- 4)** *Theories and Techniques of Group Counseling; and
- 5)** *Practicum in Counseling;

b. Supervised practice in a Secondary School Guidance Program for at least three (3) semester hours; and

c. Knowledge and/or competency in each of the following areas:

- 1)** Theories of human development;
- 2)** Theories of learning;
- 3)** Theories of personality;
- 4)** Theories of career development;
- 5)** Assessment materials and techniques;
- 6)** Administration and interpretation of individual intelligence tests;
- 7)** Analysis of school learning and school adjustment;
- 8)** Utilization of information services and community resources;
- 9)** Research methods and statistics;
- 10)** Consulting with parents and staff;
- 11)** Development of positive mental health in the school environment;
- 12)** Process of staffing with other professionals to develop instruction strategies;
- 13)** Program development including needs assessment, implementation, evaluation;
- 14)** Time management with attention to priority setting for goals and objectives; and
- 15)** Professional organization and ethical standards;

OR

2. A master's degree or higher degree in school counseling or counseling or counseling psychology; and additional graduate course work specific to school counseling, as designated by the state-approved recommending certification official, including a supervised internship or field experience of at least three hundred (300) hours in an appropriate school setting.

C. The applicant must either:

1. Possess a bachelor's degree in education from a state-approved teacher preparation program; or

**Must be a separate course of at least three (3) semester hours.*

Revised September 2003

- 2. Complete a curriculum in teaching methods and practices, classroom management and the psychology of the exceptional child, as specified by the recommending certification officer of a state-approved program; and
- D. Must achieve a score equal to or greater than the Missouri qualifying score on the assessments designated by the State Board of Education not to include the principles of learning and teaching.

II. RENEWAL OF CERTIFICATE:

The secondary counselor's certificate may be renewed each five (5) years by persons meeting the following requirements:

- A. Written request for renewal of the certificate of license to teach;
- B. Verification of two (2) years experience in counseling during the previous five (5) years;
- C. Documentation of three (3) professional workshops/seminars totaling fifteen (15) clock hours and appropriate for secondary counselors; and
- D. Submission of transcripts showing a minimum of six (6) semester hours of graduate credit appropriate for elementary counselors; or verification of ninety (90) clock hours of professional workshops/in-services appropriate for secondary counselors.

Persons who do not meet the above requirements for renewal of their certificate shall complete graduate courses and/or professional development activities equivalent to eight (8) semester hours of graduate credit.

In-service credit of fifteen (15) clock hours equals one (1) graduate semester hour of credit. Ninety (90) clock hours equals six (6) semester hours; one hundred twenty (120) clock hours equals eight (8) semester hours.